

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**39**

**MAY 13, 2003**

**FROM:       ROBERTA YORK, DIRECTOR  
              PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: ACCEPT SUPPLEMENTAL FUNDING GRANT AWARD FOR THE HEAD START  
              PROGRAM**

**RECOMMENDATION:**

1. Accept a supplemental funding grant award of \$3,894 from the Administration for Children and Families (ACF) for the Head Start Program.
2. Authorize the Auditor/Controller-Recorder to increase appropriations and revenue in the Preschool Services Department Fiscal Year (FY) 02/03 budget by \$3,894 (4 votes required).

**BACKGROUND:** On June 4, 2002, the Board of Supervisors approved Preschool Services Department's (PSD's) initial supplemental grant application for funds to participate in Project Summer Teacher Education Program (STEP). The program provides research-based literacy training for Head Start programs. PSD sent nine (9) staff members to participate in the 2002 Phase I STEP Training. To date, the Early Literacy Specialists that received Phase I Training have trained approximately 486 Head Start teaching staff. These intensive language and literacy training sessions give teachers several fundamental strategies to enhance the delivery of early literacy instruction.

On December 17, 2002, the Board of Supervisors approved PSD's application for supplemental funds in the amount of \$7,321 to be used to reimburse expenses for six (6) staff members who attended the Head Start Phase II Mentor-Coach Conference for STEP Early Literacy Specialists, held in November 2002 in Washington, D.C. The Mentor-Coaches were trained to mentor PSD teaching staff in early literacy teaching strategies. Since that time the Mentor Coaches have been providing the PSD teaching staff with training in early literacy teaching strategies through one-hour, biweekly training sessions.

On April 29, 2003, the Board of Supervisors approved PSD's application for supplemental funds in the amount of \$3,894 to be used to reimburse expenses for six (6) staff members who attended the Head Start Bureau's Cluster Training in San Diego on March 24 – 27, 2003. This training conference addressed the goals set forth in President Bush's early language and literacy initiative "Good Start, Grow Smart," and provided the third phase in the STEP Early Literacy Training. ACF approved the supplemental grant in the amount of \$3,894.

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# ACCEPT GRANT AWARD FOR THE HEAD START PROGRAM

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Approval of this supplemental-funding grant award will allow PSD to be reimbursed for expenses incurred for the staff sent to the Head Start Bureau's Cluster Training on March 24-27, 2003.

**REVIEW BY OTHERS:** This item has been reviewed by County Counsel (Julie Surber, Deputy County Counsel) on April 30, 2003; HSS Finance (Kristin Letterman, Administrative Manager) on May 1, 2003; and by the County Administrative Office (Gary Morris, Administrative Analyst) on May 1, 2003.

**FINANCIAL IMPACT:** Acceptance of the supplemental funding grant award of \$3,894 is 100% reimbursed by the Administration for Children and Families through the federally funded Head Start program. There is no local cost.

Authorize the Auditor/Controller-Recorder to make the following changes to the PSD FY02/03 budget:

## Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Org</u>	<u>Object</u>	<u>Description</u>	Amount Increased/Decreased
RSC	HPS	HPS	2935	Other Travel	\$3,894
Total					\$ 3,894

## Revenue

<u>Fund</u>	<u>Dept</u>	<u>Org</u>	<u>Source</u>	<u>Description</u>	Amount Increased/Decreased
RSC	HPS	HPS	9030	Federal Aid	\$ 3,894
Total					\$ 3,894

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends this action, as the revenue received under the Head Start program is 100% reimbursed by the federally funded Head Start Program with no local cost matching.

**SUPERVISORIAL DISTRICT (S):** All

**PRESENTER:** Roberta York, Director, Preschool Services Department (909) 387-2355

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